

CITY OF QUINCY

SMALL BUSINESS EMERGENCY LOAN APPLICATION

Disaster: COVID-19
Application Deadline: August 31, 2020



Business Information

Business Legal Name: _____

Business Type: ☐ S-Corporation ☐ Partnership ☐ Sole Proprietorship
☐ LLC ☐ Other _____

Business Physical Address: _____

Business Phone: _____ Email: _____

Business Primary Activity: _____

Date Business Established: _____

Current Management Since: _____

Employees as of March 1, 2020: Full-Time: _____ Part-Time: _____

Current Number of Employees working on-site: Full-Time: _____ Part-Time: _____

Current Number of Employees working remotely: Full-Time: _____ Part-Time: _____

Revenue in March 2019: _____ Revenue in March 2020: _____

List All Owners &
Percentage of Ownership _____

Applicant Information

Applicant Name: _____

Applicant Relation to
Business Listed Above: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Loan Information

Amount Requested from Small Business Emergency Loan Fund: _____

Reason for Applying: _____

Describe how funds will be used to maintain business operations or to reopen after the disaster:

Describe how the funds will be repaid:

PLEASE SUBMIT REQUIRED DOCUMENTATION

- A. 2019 Federal Business Income Tax Return (if filed). If not filed, a year-to-date profit and loss statement as of 12/31/19.
- B. Employer Tax Documentation.
 - a. IRS Form W-2s and/or IRS Form 1099-MISC (for minimum of two employees).
- C. The previous 12 months of ST1 Forms (Illinois Sales Tax).
- D. 2019 (if filed) and 2018 Federal Individual Income Tax Return (if fewer than 12 months of ST1 forms available).
- E. Personal Financial Statements.
- F. Current balance sheet for the business.
- G. A completed IRS Form W-9. In order for the city to disperse loan funds a completed W-9 (Request for Taxpayer Identification Number and Certification) needs to be submitted with a loan application.
- H. Additional documents required:
 - 1. If your business is a **corporation** a resolution from the board of directors approving the loan and confirming the name of the party that will sign on behalf of the corporation. (See example of Memorandum of Action of Directors in the SBEL instructions).
 - 2. If your business is a **limited liability company (LLC)** the Operating Agreement for the LLC. (See example of Memorandum of Action of Directors in the SBEL instructions).
 - 3. If your business is a **partnership** a copy of the partnership agreement and the names and addresses of each partner.
- I. Additional financial documentation may be required.

On all documents black out all social security numbers, tax id #'s and birth dates

Certification & Release

Has the applicant, business, or any current owner ever been involved in a bankruptcy or insolvency proceeding?	Y / N
Are there any outstanding judgments, tax liens, or pending lawsuits against the applicant, business or any current owner?	Y / N
Is the applicant, business, or any current owner delinquent on any city, county, state or federal taxes, loans, grants, or contracts or on child support payments?	Y / N
Is the applicant, business, or any current owner barred from contracting with the city, county, state, or federal governments or from receiving loans from such entities?	Y / N
Has the applicant or any current owner been arrested in the past six months for any criminal offense? If yes, please explain:	Y / N
Is the applicant or any current owner presently subject to an indictment, criminal information, arraignment or other means by which formal criminal charges are brought in any jurisdiction? If yes, please explain:	Y / N
Other than a minor vehicle violation, has the applicant ever 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pre-trial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?	Y / N

I hereby give permission to the city of Quincy to research the business' history, make credit checks, contact the business' financial institutions, insurance carriers, and perform other related activities necessary for reasonable evaluation of this application. I also state that the information provided above is accurate to the best of my knowledge.

(Applicant Signature)

(Date)